



One state. One system.

Cash Management Business Process Workshop (BPW)

July 2017 Departmental Release



Agenda

- BPW Objectives
- What you should take away
- CM Department User Roles
- Business Process covered in Cash Management
 - Detailed End User Role Description
 - Process Overview
 - Demonstration
- STO/SCO Cash Management Module Impacts
- Change Impact Activity
- Next Steps

BPW Objectives

- The Business Process Workshops allow participants to:
 - Gain an understanding of the new FI\$Cal processes and end-user roles
 - Understand the next steps in the implementation phase
 - Know how to get assistance from FI\$Cal

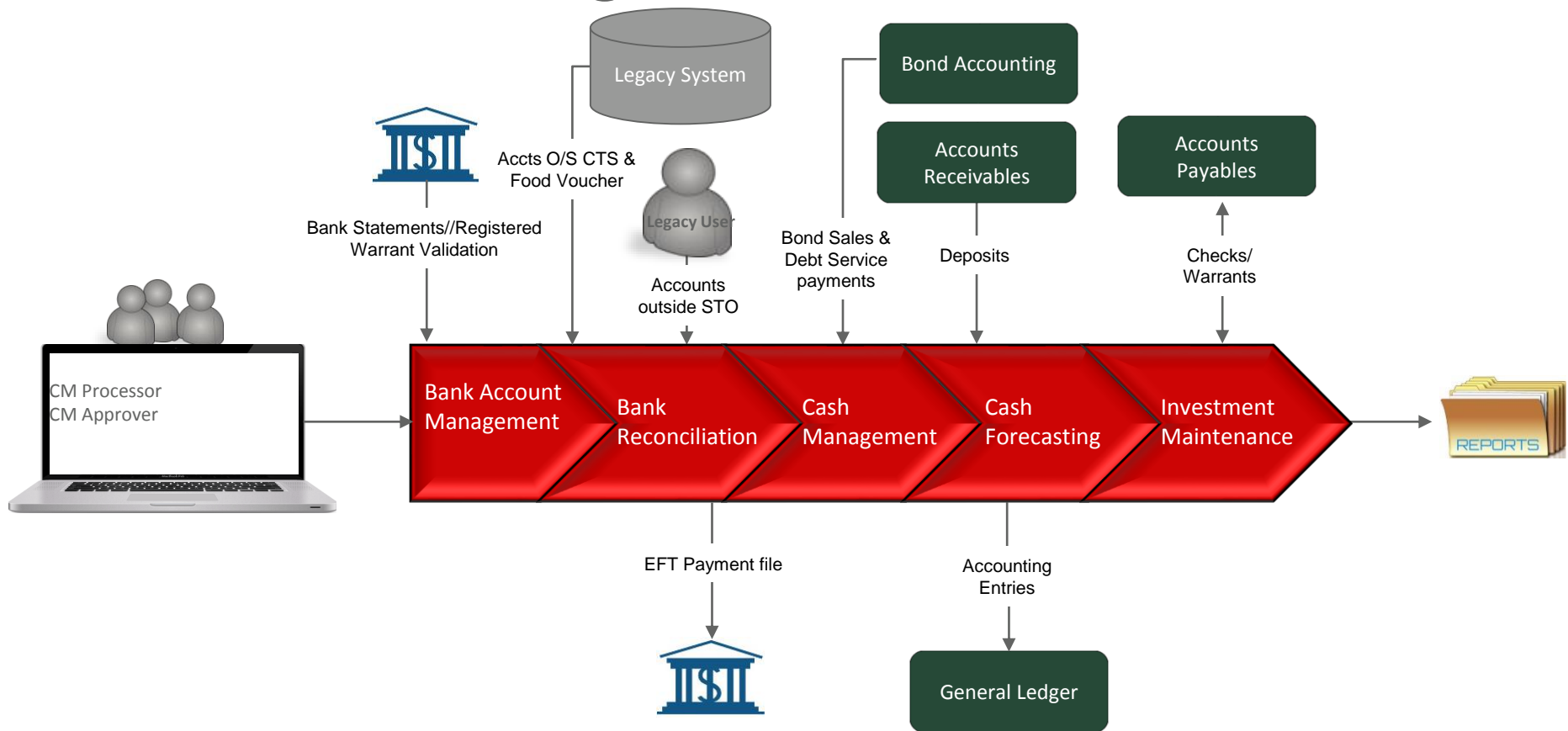
What You Should Take Away

- Materials from today's session:
 - Business Process Workshop Presentation
 - Change Impact Tool
- Understanding of the new FI\$Cal processes, the next steps, and the support available from FI\$Cal.

Cash Management Module Impacts

- The 2017 STO/SCO Release has FI\$Cal Departmental Impacts for the following processes:
 - FI\$Cal will become the state's Book of Record
 - Cross Business Unit CTS Transfers
 - Bank Reconciliation
 - Report 14 – Accounts outside CTS
 - SCO will now approve all CTS Transfers
 - All CTS Bank Statements will be generated in FI\$Cal
 - Centralized Treasury Trust System (CTTS) is being retired

Cash Management Overview



Bank Account Transfer Roles

FI\$Cal End-User Role	Description
CM Processor	<p>End user who:</p> <ul style="list-style-type: none">• Creates and submits requests for Bank Account Transfers between Centralized Treasury System (CTS) Bank accounts.• Reviews and updates the Bank Account Transfers within the Cash Management module and submits them to CM Approver for review and approval.• Reconciles the Bank Statements for each Departmental Bank Account by reconciling transactions via Automatic, Semi-Manual, or Manual Reconciliation and analyzes exceptions to the reconciliation process.• Runs reports for Bank Statements, Reconciliation, and Cash Management.

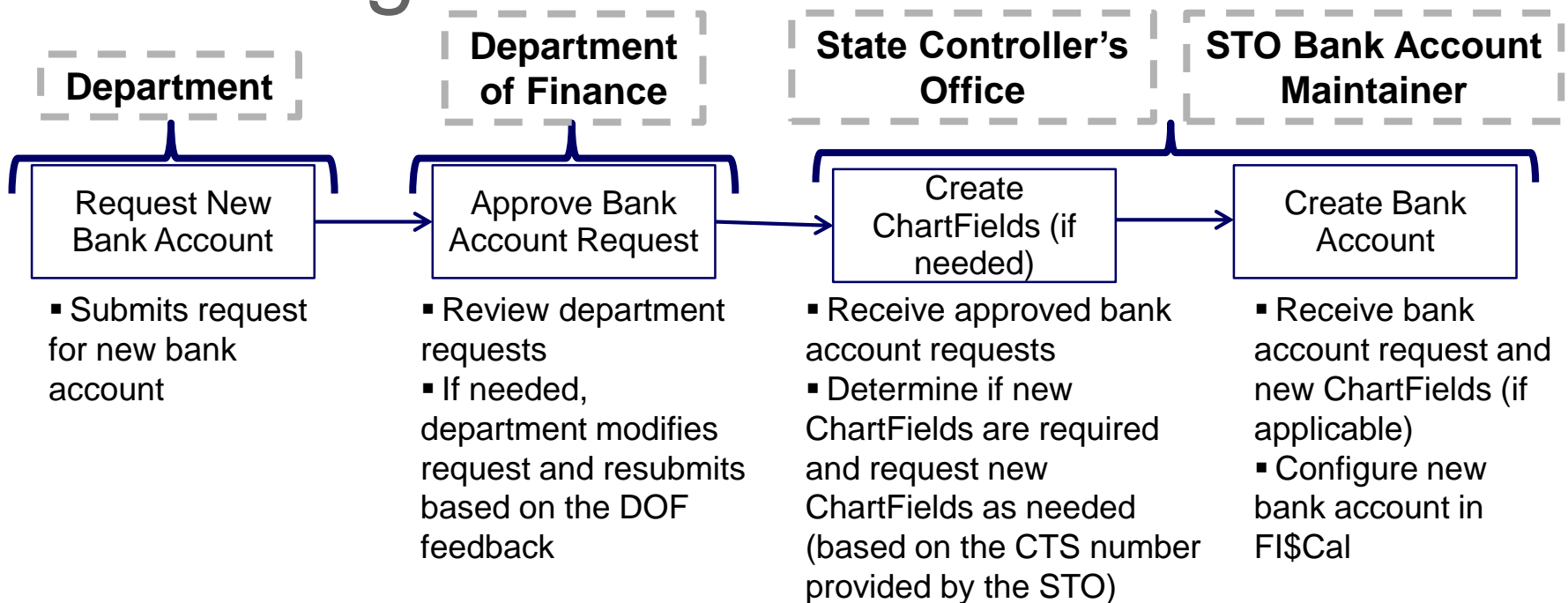
Department User Roles

FI\$Cal End-User Role	Description
CM Approver	<p>End user:</p> <ul style="list-style-type: none">• Reviews and approves all department requests for transfers between CTS Bank Accounts associated with their business unit security.• Runs reports for Bank Statements, Reconciliation, and Cash Management.

Creating A Bank Account

- Before money can be moved in and out of PeopleSoft, Banks and Bank Accounts must be defined.
- Two-Tiered Banking is followed
 - The State of California operates a two-tiered banking structure:
 - Tier 1: Demand Account (Physical Bank Accounts) – Cash is not accounted for by Fund.
 - Demand Deposit Accounts at external financial institutions – Treasury BU ownership.
 - Tier 2: CTS and Warrant Accounts (Virtual Bank Accounts) – Cash is accounted for by Fund.
 - CTS Accounts – Departmental BU ownership
 - » General Cash, ORF Cash, Agency Trust Cash
 - Warrant Account – Statewide BU ownership
 - » Cash in State Treasury

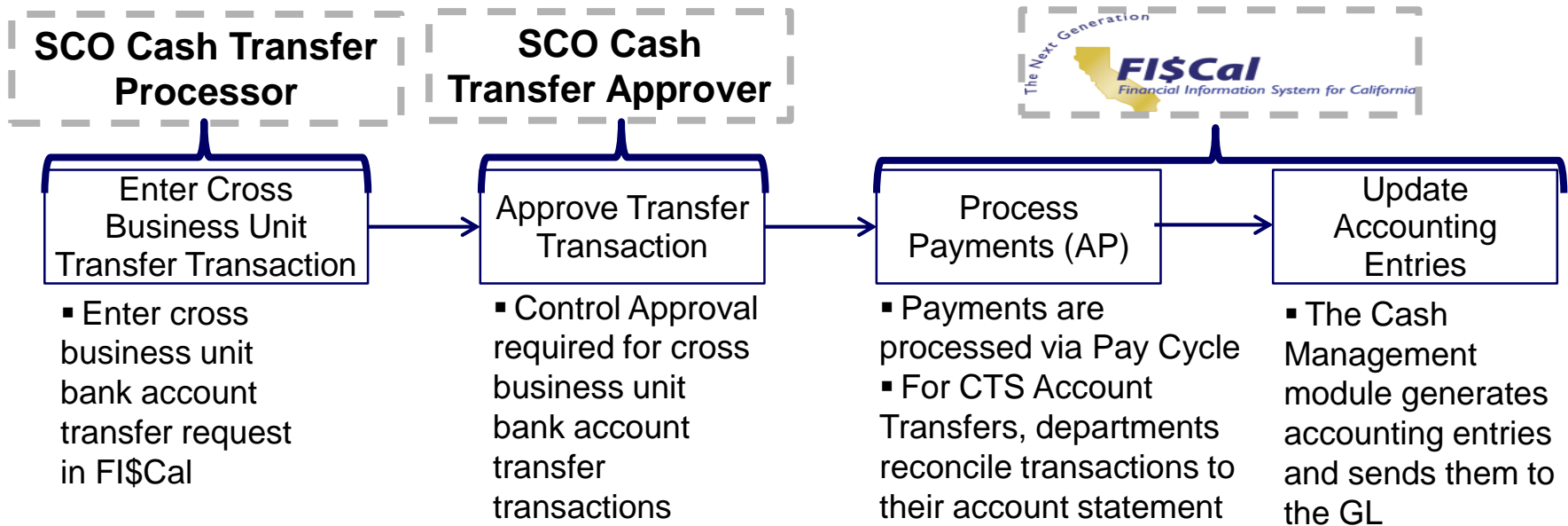
Creating A Bank Account



Key Impacts

- This process facilitates the management of cash in the CTS Accounts, the Warrant Account, and any account under State Bank.
- New bank account requests route to DOF, SCO, and STO for approval and processing.

Cross Business Unit Transfers



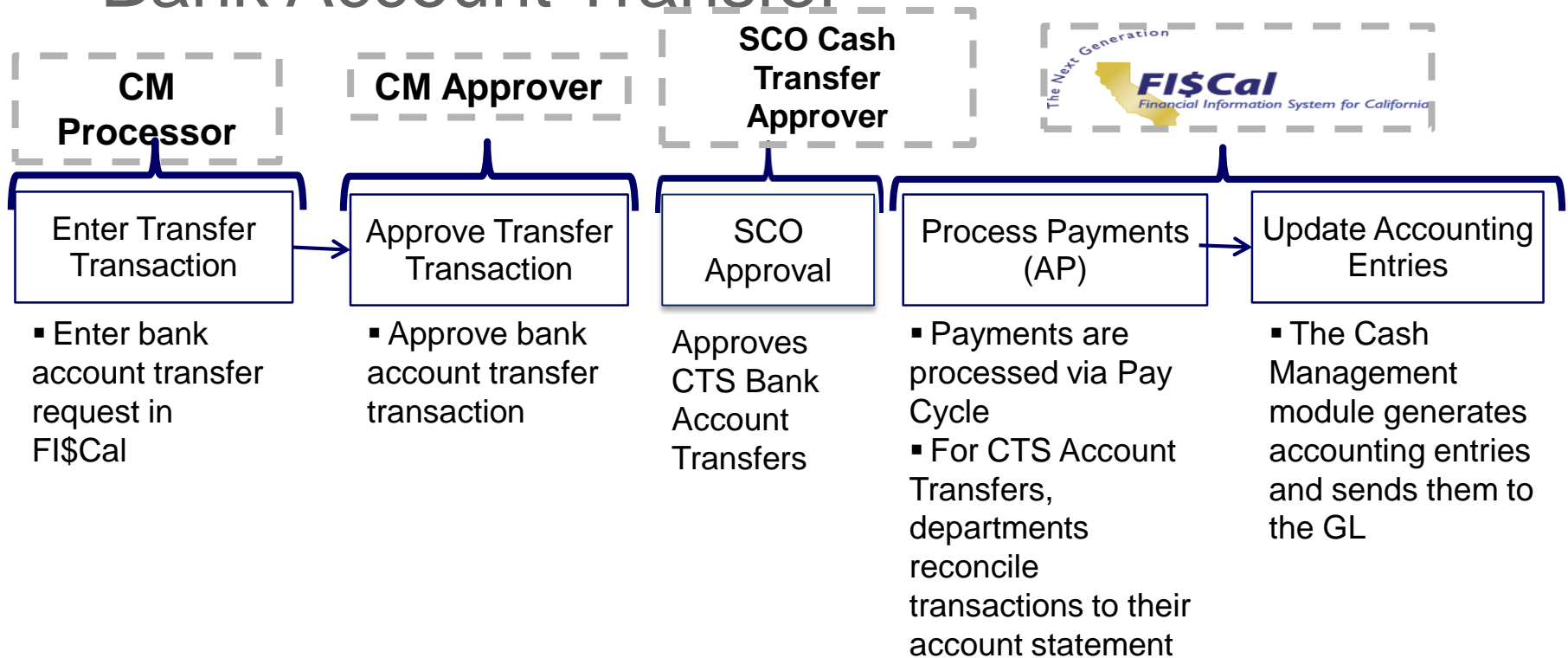
Key Impacts

- Departments send cross Business Unit transfer requests to SCO.
- Bank account transfers are used to correct mistakes made in the wrong bank account when recording bank deposits to move cash between CTS accounts.
- A denial email will be sent to departments via email if SCO denies the transfer request.

Cross Business Unit Transfers

When a department requires a bank transfer with another departments, the departments follow the established business process outside of FI\$Cal to initiate the transfer. In Fi\$Cal departments are called Business Units, and as such, these department to department transfers are called cross business unit bank transfers. Reasons for requiring the transfer vary depending on business need. Upon notification of a transfer request, the State Controller's Office is responsible for generating and approving the cross business unit transfer in FI\$Cal in order for the transfer to occur.

Bank Account Transfer



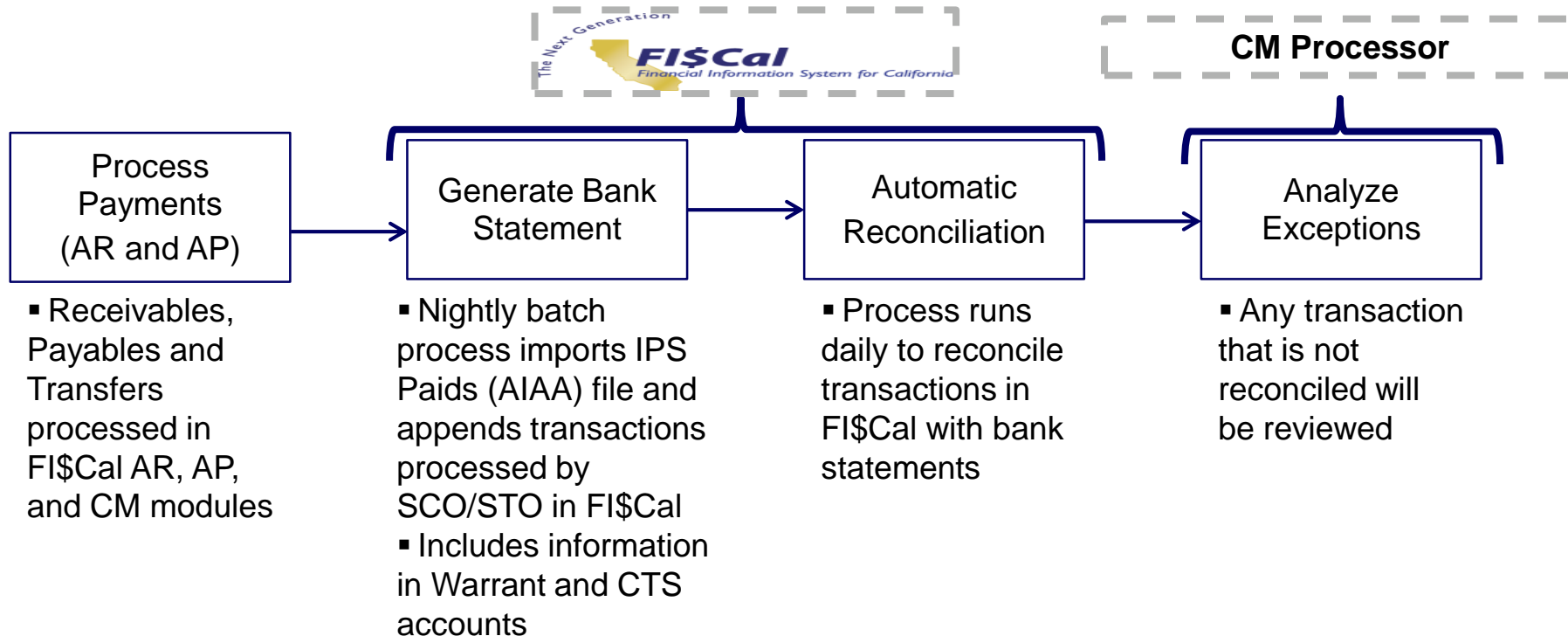
Key Impacts

- Bank account transfers are used to correct mistakes made in the wrong bank account when recording bank deposits to move cash between CTS accounts.
- SCO Approved Cross Business Unit transactions will be keyed by SCO employees in 2017 Release.

Bank Account Reconciliation

- STO demand account reconciliation involves matching transactions on the BAI2 files (bank side) with transactions on the system (book side) that are generated in CM, AR and AP modules.
- Warrant account reconciliation matches the STO paid warrants (bank side) with the outstanding warrants in AP (book side).
- CTS account reconciliation matches transactions on the CTS bank statement (bank side) with transactions generated in CM, AR and SP (book side). These include deposits, ORF Replenishments, eFITS payments, checks and any adjustments necessary.

Bank Reconciliation



Key Impacts

- SCO analyzes exceptions for Warrant Accounts.
- Departments analyze exceptions for CTS Accounts.
- Exceptions may be reviewed daily and must be resolved monthly.

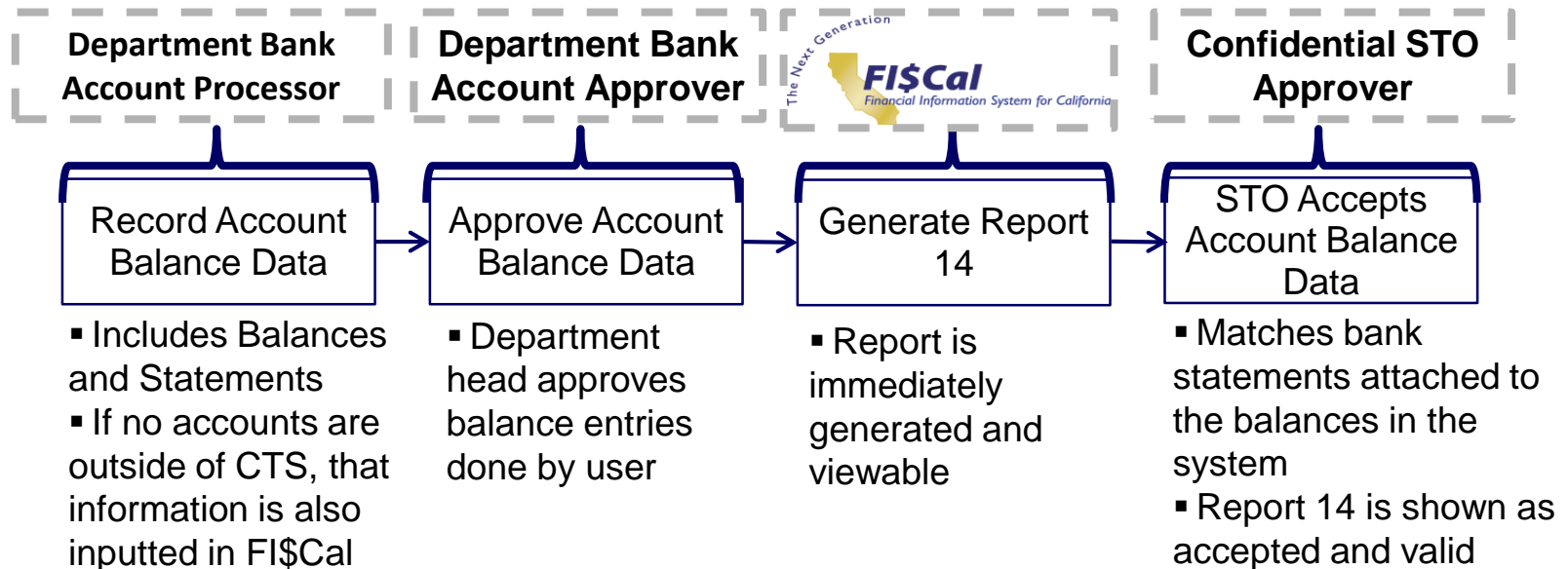
Cash Management Reports

- Bank Statement Register Report
- Reconciliation Exception Report
- Reconciliation Aging Report

Form 445 (Report 14) – Accounts Outside CTS

- Some departments have received either statutory authority or approval from DOF to open accounts outside of the CTS.
- Departments holding money in accounts outside the CTS are responsible for overseeing and safeguarding that money.
- Departments with accounts outside of the CTS are required to report the existence of the accounts, the associated balances in the accounts, and a bank statement, supporting the balance to STO annually or semi-annually if the account has a balance other than zero.
- A department still needs to report if they do not have an account outside of CTS.
- All data on Report 14 will now be recorded in FI\$Cal.

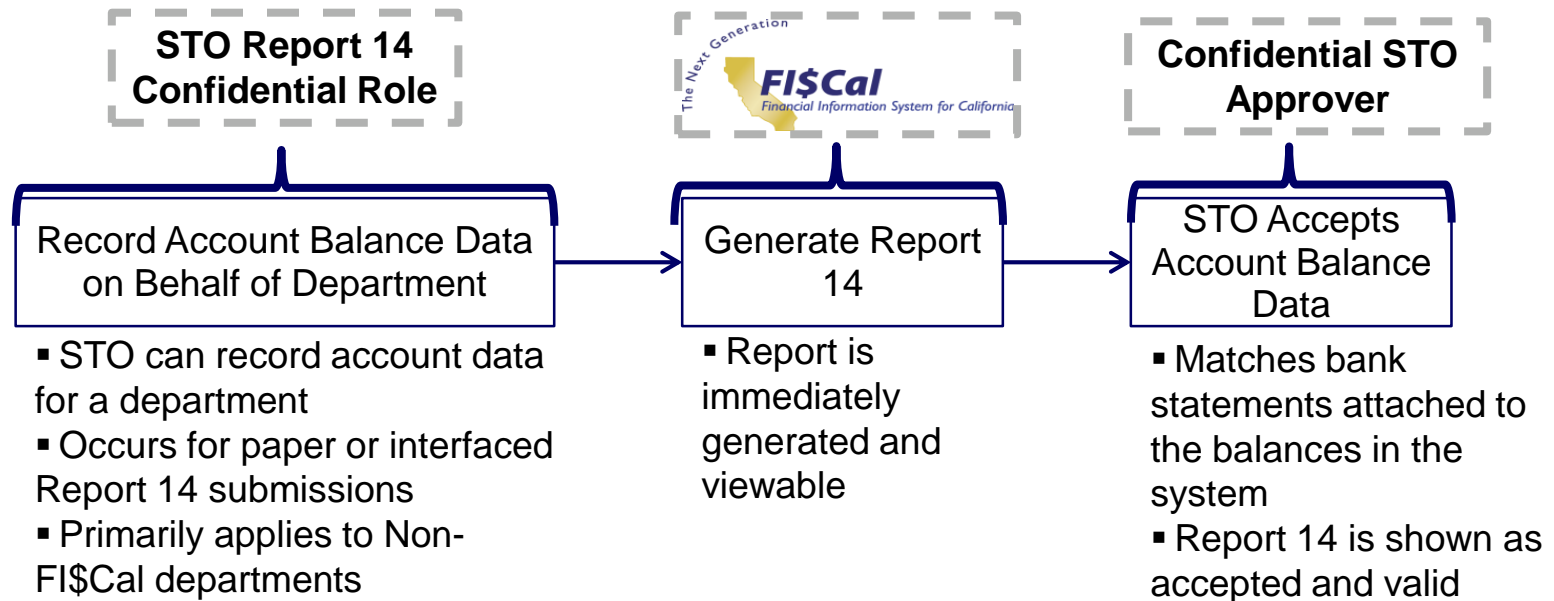
Department Report 14 Generation



Key Impacts

- Departments are required to work with STO to report the existence, or non-existence, and balance of bank accounts outside of the CTS to help STO ensure the appropriate level of collateralization is reached.
- Report 14 can be generated in any point of time as long as the data is in the system but the report will remain unapproved in the system until STO accepts it.
- The Annual 'as of date' of June 30 of each year must be submitted by August 20YY of each year.

Report 14 Generation on Behalf



Key Impacts

- Departments are required to work with STO to report the existence, or non-existence, and balance of bank accounts outside of the CTS to help STO ensure the appropriate level of collateralization is reached.
- Report 14 can be generated in any point of time as long as the data is in the system but the report will remain unapproved in the system until STO accepts it.
- The Annual 'as of date' of June 30 of each year must be submitted by August 20YY of each year.

Change Impact Activity

- **Description:**

- A walkthrough with the FI\$Cal team to assist departments to complete example change impacts.
- Departments will have the understanding on how to complete the remainder of the tool on their own.
- At your table, discuss how the FI\$Cal business processes and related change impacts may affect your department.
- Document three impacts in your BPW Change Impact Tool.

- **Roles:**

- Facilitator – Helps lead the discussion with your department on the FI\$Cal business processes and change impacts.
- Recorder(s) – Captures the department-specific impacts from the activity in your BPW Change Impact Tool.

- **Tool:**

- Change Impact Tool – Excel document for departments to identify and document the changes in People, Process, Technology, and Communication that will arise from the implementation of FI\$Cal business processes.

Next Steps

- Share BPW materials at your department
- Complete the BPW Change Impact Tool
 - BUSN625: Identify Department-Specific Change Impacts
- Review with your FI\$Cal CMO Department Readiness Coordinator.
 - Identify and work on updating internal department policies, processes, and documentation.
- Prepare for:
 - Role Mapping Workshop (TECH617) – Early March
 - Change Workshop (READ616) – Late May/Early June
 - End-User Training (TRNG606) – May through July
 - User Support Labs (TRNG612) – August

Next Steps

- **Role Mapping Workshop** – Workshop to review the FI\$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles.
- **Change Workshop** – Workshop to help prepare managers and supervisors for conversations with department end users on the new FI\$Cal business processes and their FI\$Cal end-user roles.
- **End-User Training** – Training for department end users that will need to use the System in their assigned FI\$Cal end-user roles.
- **User Support Labs** – Sessions for end-users to bring real life examples to FI\$Cal for transaction assistance from FI\$Cal Subject Matter Experts.



Questions & Answers



FI\$Cal Project Information:

<http://www.fiscal.ca.gov/>

or e-mail the FI\$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov

Appendix

Cash Management Key Terms


Term	Definition
Centralized Treasury System (CTS) Accounts	Department checking accounts
Bank Account Transfer	The transfer of money between CTS Accounts (not including interagency billing)
STATE Bank	Includes Department CTS Accounts, SCO Warrant Accounts, and the Internal Transaction Account
Internal Transaction Account	Bank account used to facilitate direct and non-direct transfers

Cash Management Terms

Term	Definition
Warrant Accounts	SCO Accounts from which warrants are drawn
Bank Statement Reconciliation	The process used to reconcile FI\$Cal transactions in AR, AP, CM to transactions on the CTS/Warrant bank statements generated in CM
Item Processing Section (IPS)	The STO section whose system generates the Paid Items (AIAA) file

Creating A Bank Account – Illustration


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Bank Information

SetID: STATE Bank: STATE

*Description: 

Short Desc:

Country: United States [Change Country](#)

Bank ID Qualifier: ▾


Bank ID:

Bank Options

☐ Internal BU
☒ Treasury Counterparty
☒ Banking Counterparty







*Type: ▾

*Status: ▾







Agency Location Code: 



Immediate Origin:

Immediate Destination:

Credit Ratings				Personalize Find View All  		First 1 of 1 Last	
Agency	Value	Rating	Description				
<input type="text"/> 	<input type="text"/> 						

Address Information
Notes
VAT Defaults

 Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Refresh


 Add
 Update/Display

Key Points:


- Department CTS Bank Accounts, Warrant Accounts and the Internal Transaction Account will be configured under the STATE Bank

Creating A Bank Account – Illustration

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FI\$Cal 

Address Information

SetID:	STATE	Bank:	STATE	State Bank
Country:	United States		Change Country	
Address 1:	<input type="text" value="P.O. Box 942809"/>			
Address 2:	<input type="text" value="Accounting Office Room 538"/>			
Address 3:	<input type="text"/>			
City:	<input type="text" value="Sacramento"/>			
County:	<input type="text"/>		Postal:	<input type="text" value="94209"/>
State:	<input type="text" value="CA"/>	 California		

Branch:

Prefix:
Phone:
Ext:
Fax:

Key Points:

- Bank Branch contains information specific to each department. One Bank Branch is configured for each department
- The Address is used by Billing for their invoice payment/remittance address

Creating A Bank Account – Illustration

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 [Collection Methods](#) |
 [Payment Methods](#) |
 [Account Settlement](#)

SetID: STATE Bank: STATE State Bank External Bank ID: 121113423

Account Information

Bank Account: 421 *Status: Active *GL Unit: 0950
 *Description: STATE TREASURER'S OFF Short Desc: GEN-ORF *Branch: STO-421
 *Account #: 421
 Sender DO: RFC: DFI ID: 121113423
 DFI Qualifier: 01 Transit Number
 IBAN:

Valid Account Currencies **Account Use**
 *Currency Code: USD Acct Type: Check Acct ☒ BI ☒ AR ☒ AP ☒ TR ☐ EX ☐ GP
 *Rate Type: CRRNT ☐ DD/AR Draft Cash Ctrl ☐ Cash Clearing
 *Index: MODEL ☐ Drafts Payable ☐ Stmt Accounting

Bank Account Ledger Types

ChartFields	Acct Type	Reference	Fund	ENY	*Account	Alt Acct	Program	Proj
	Cash - AR				1101000	0000000000		
	Cash - AP				1101000	0000000000		
	Cash				1101000	0000000000		

Key Points:

- GL Business Unit and Cash Accounts are maintained here
- Bank Account number is the CTS account number

Reconciliation Rule Setup – Illustration

Key Points:

- Reconciliation Rules will be defined and maintained by STO

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FI\$Cal

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SetID: STATE Bank: STATE State Bank External Bank ID: 121113423

Account Information








Bank Account: 421 STATE TREASURER'S OFFICE

Target Balance:

Reconciliation

*Recon Method: Automatic Bank Account #: 421
☐ Enable Workflow ☒ Enforce Bank Statement Edits

Reconciliation Sources

				Personalize	Find	First 1-7 of 7 Last	
Source Type	Source Seq.	Recon Rule	Description	Options	Tolerances	Recon Rule	
Pre-process (before Recon)	5	PS_BANK_STMT_SETUP	Reconciliation Setup Rules	Options	Tolerances		+ -
Recon Process	10	PS_BNK_RCN_DISBRSE	AP Disbursement Rules	Options	Tolerances		+ -
Recon Process	15	PS_BNK_RCN_TRAN	External Transaction Rules	Options	Tolerances		+ -
Recon Process	19	PS_ZZ_BNK_DEPOSIT	Custom AR Deposit Rules	Options	Tolerances		+ -
Recon Process	20	PS_BNK_RCN_DEPOSIT	AR Deposit Rules	Options	Tolerances		+ -
Recon Process	50	PS_BNK_RCN_DEALS	TR Cash Flow Rules	Options	Tolerances		+ -
Post-process (after Recon)	95	PS_BANK_STMT_EXCEP	Reconciliation Exception Rules	Options	Tolerances		+ -

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[Add](#) [Update/Display](#) [Correct History](#)

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Creating A Bank Account - Illustration

Navigation: Favorites ▾ | Main Menu ▾ > Banking ▾ > Banks and Branches ▾ > Bank Branch Information > External Accounts

FI\$Cal

SetID: STATE Bank: STATE State Bank External Bank

Account Information

Bank Account: 421 STATE TREASURER'S OFFICE


Payment Information Find | View All

Payment Method: System Check ▾

Value Date

Value Date Days:

☐ Value Date

Payment Cutoff Time: 

Holiday Processing Options

Holiday Options: Days: ☐ Not Applicable ☐ Allow

Payment Options

☒ Confirm Numbers

☐ Positive Payment

☐ Payment Schedule

☐ File Copy

☒ Outstanding/STOP Payment

Payment Form

Last Ref Number:

Positive Payment Form:

Form ID:

File Copy Form:

Document Sequencing Prenote Draft Status

Key Points:

- Payment methods are System Check, Manual Check, ACH
- Checking the 'Outstanding/STOP Payment box allows departments that meet certain criteria to put their outstanding checks and stop payments on a file that goes to STO IPS daily. This should eliminate payments to the wrong accounts and for wrong amounts posting to their CTS bank statement. IPS can also process STOPS sooner

Bank Account Transfer (within BU) – Illustration

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FI\$Cal

Bank Account Transfer

Bank Transfer Information

Business Unit: 3980 Transfer ID: NEXT Transfer Type: External Transf

*Description: Correct Deposit 0980 *Trans Date: 04/29/2014

Template Information

Transfer Template ID: Template Expiration:

Repetitive Transfer Code:

Transfer From Account

*Bank Code: STATE 121113423 Cash Type: General Cash

Bank Account: 122 122 Payment Method: ACH Layout: PPD

*Amount: 1,000.00 Currency: USD US Dollar

Transfer To Account

Bank Code: STATE 121113423 Cash Type: Agency Cash

Bank Account: 024 024 Instruc: Agency Cash

[Event Log](#) [Document Sequencing](#)

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Key Points:

- Correct the transaction keyed to the wrong bank account
- Agency/ORF/General Cash types can be selected
- Payment Method must be ACH and Layout must be PPD

Bank Account Transfer (within BU) – Illustration

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[New Window](#) | [Help](#) | [Personalize Page](#)

Select Settlements

[Settlement Search Criteria](#) [Preferences](#)

Source Unit: %
 Bank Code: %
 Bank Account: %
 Currency: %
 From Date: 04/29/2014
 To Date: 04/29/2014
 *Status: Unselected

Total Payable Amount: USD -1,000.00
 Filter by Source: (All)

Payments - (All)
 [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Select	Source Unit	Source ID	Business Date	Amount	Curr	Stlmt Inst	Cpty	Status	Bank	Account	Cutoff Time	Cutoff Date
<input type="checkbox"/>	3980	BAX000000058	04/29/2014	-1,000.00	USD	0024		Unselected	STATE	122		04/29/2014

☒ Select All
 ☐ Clear All

[Select Payments](#)
[Deny Payments](#)
[Edit Bank Account](#)

[Review Settlements](#)

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Select Settlements

[Settlement Search Criteria](#) [Preferences](#)

Source Unit: %
 Bank Code: %
 Bank Account: %
 Currency: %
 From Date: 04/29/2014
 To Date: 04/29/2014
 *Status: Unselected

Total Payable Amount: USD -1,000.00
 Filter by Source: (All)

Payments - (All)
 [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Select	Source Unit	Source ID	Business Date	Amount	Curr	Stlmt Inst	Cpty	Status	Bank	Account	Cutoff Time	Cutoff Date
<input checked="" type="checkbox"/>	3980	BAX000000058	04/29/2014	-1,000.00	USD	0024		Approved	STATE	122		04/29/2014

☒ Select All
 ☐ Clear All

[Select Payments](#)
[Deny Payments](#)
[Edit Bank Account](#)

[Review Settlements](#)

Key Points:

- Selected transfers are approved by Bank Account Transfer approver
- Pay Cycle generates the transfer between accounts after SCO approval





Bank Account Transfer – Illustration


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 Review Bank Account Transfer



Bank Account Transfers History

Unit: 0820 **Accounting ID:** 0000000022 **From Bank Code:** STATE **From Bank Account:** 175
Source Code: Bank Xfers **Source ID:** BAX000000021 **To Bank Code:** STATE **To Bank Account:** 021
Acctg Date: 02/21/2014 **Description:** Offline Accounting Build - Bank Transfer **Transaction Date:** 02/21/2014

People Soft Generated Accounting Entries									
Personalize Find View All   First 1-2 of 2 Last									
Line Detail	Chartfields	Additional Details	Journal	Document Sequencing					
Line	GL Unit	Amount	Currency	Exchg Rate	Exch Rt Dtl	Monetary Amount	Currency Code	IU Anchor	
1	1 0820	100000.00	USD	1.00000000		100000.00	USD		
2	2 0820	-100000.00	USD	1.00000000		-100000.00	USD		

Cash Accounting Reclassification Entries							
Personalize Find View All  							
Main Information	Chartfields	Journal Reference Information	Budget	Bank			
Line	Description	Monetary Amount	Tax Authority	GL Business Unit	Currency Code	Ledger	
1	1 Cash Reversal	100000.000		0820	USD	MODACCRL	
2	1 Cash Reversal	-100000.000		0820	USD	MODACCRL	
3	2 Cash Reclassification	-100000.000		0820	USD	MODACCRL	
4	2 Cash Reclassification	100000.000		0820	USD	MODACCRL	

Key Points:

- Treasury Accounting & Cash Accounting Entries run via Batch Entries are available for review

Reconcile Statement – Illustration

Key Points:



- Upload IPS AIAA file transactions
- Append transactions processed by SCO/STO in FI\$Cal
- Statement Date will be determined by work date
- Balances will be calculated by and the CTS Bank Statement Generation process

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 Enter Bank Statements

FI\$Cal

[Bank Balance Entry](#) |
 [Bank Transaction Entry](#)

Bank ID: 121113423 Account #: 122 Currency:
 Statement ID: 87 **Statement Date: 04/05/2014** Status:
 Load Date/Time: 04/14/2014 1:32:21PM Creation Date: 04/05/2014

Bank & Balances [Personalize](#) | [Find](#) | [View All](#) |   First 1-2 of 2 Last

[Bank Balances](#) |
 [Funds Availability](#)

*Statement Code	Description	Value Date	Balance		
010	OPENING LEDGER	04/05/2014	55,610.00	+	-
015	CLOSING LEDGER	04/05/2014	55,909.00	+	-


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 [Bank Transaction Entry](#)

Reconcile Statement – Illustration













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[Bank Balance Entry](#) | [Bank Transaction Entry](#)

Bank ID: 121113423 Account #: 094 Currency:
 Statement ID: 188 Statement Date: 04/16/2014  Status:
 Load Date/Time: 04/30/2014 10:52:08AM Creation Date: 04/16/2014 

[Bank Transactions](#) [Personalize](#) | [Find](#) | [V](#)

Statement Code	Description	Reference	Bank Date	Transaction Amount▲	Location Code	Trans Code	Reconciliation Status
175 	CHECK DEPOSIT PACKAGE	1094000003	04/16/2014 	42.00	DAO	Deposits ▾	Unreconciled
475 	CHECK PAID	000019	04/16/2014 	60.55		Check ▾	Unreconciled
495 	OUTGOING MONEY TRANSFER	00R0	04/16/2014 	116.45		Funding Receipt ▾	Unreconciled
399 	MISCELLANEOUS CREDIT	5796	04/16/2014 	119.43		Deposits ▾	Unreconciled
175 	CHECK DEPOSIT PACKAGE	1094000004	04/16/2014 	230.00	DAO	Deposits ▾	Unreconciled
495 	OUTGOING MONEY TRANSFER	00R0	04/16/2014 	230.40		Funding Receipt ▾	Unreconciled

Key Points:

- Reference number will be the deposit number on the deposit slip, check number, or JE number
- Location Code has been added to tie to the AR Identifier
- Delivered reconciliation uses Statement Code, Reference ID, Bank Date, Transaction Amount, Trans Code, and Reconciliation Status for processing

Reconcile Statement – Illustration



[Favorites](#) > [Main Menu](#) > [Banking](#) > [Analyze Exceptions](#) > [Auto Reconciliation Exceptions](#)


FI\$Cal



Automatic Reconciliation Exceptions

*Search By:

Search Criteria

Bank ID: 
 Account #: 

Statement ID: 
 Currency Code:

From Date: 
 Thru Date: 

Auto Reconciliation Exceptions [Find](#) | [View All](#) First Last

	Reference	Exception	Bank / Tran Amt	Bank / Tran Date	Bank Tran Type / Tran Status
<input type="checkbox"/> Reconcile	0001826 None	Not Found In System	250.00	10/10/2014	CHK Check
<input type="checkbox"/> Reconcile	1244000153 None	Not Found In System	2,427.50	10/10/2014	D Deposits
<input type="checkbox"/> Reconcile	1244000154 None	Not Found In System	2,646.00	10/10/2014	D Deposits


☒ Select All
 ☐ Clear All

Key Points:

- Items can be matched across dates
- Reduce manual reconciliation through the use of an automated matching process and integrated data management
- Streamlines the data flow and reconciliation process across the Partner Agencies, Departments and Banks
- Items that do not match according to the reconciliation rules, show up in Analyze Exceptions
- Reconciled transactions can be seen under Semi Manual Reconciliation and un-reconciled if necessary

Reconcile Statement – Illustration



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 Semi-Manual Reconciliation




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Semi Manual Reconciliation






*Search By: From Date:

Search Criteria

Bank ID: 
 Account #: 
 Statement ID:

From Date: 
 Thru Date: 
 *Reconciliation Status:

From Amount:
 To Amount:
 Currency Code:

Bank Transactions						System Transactions		
Select	Reference	Bank Date	Tran Amt	Type		Select	Reference	Tran Date
<input type="checkbox"/>	000011	04/16/2014	56,000.00	CHK		<input type="checkbox"/>	0000041	05/05/2014
<input type="checkbox"/>	000010	04/16/2014	200,000.00	CHK		<input type="checkbox"/>	0000042	05/05/2014
<input type="checkbox"/>	000020	04/16/2014	500.00	CHK		<input type="checkbox"/>	1094000003	04/08/2014
<input type="checkbox"/>	00R0	04/16/2014	2,852.00	U		<input type="checkbox"/>	1094000004	04/08/2014
<input type="checkbox"/>	00R0	04/16/2014	858,113.06	U		<input type="checkbox"/>	1094000005	04/08/2014

Key Points:

- Items can be matched ad-hoc
- Total bank transactions must equal total system transactions
- When items do not match 100% according to the automated reconciliation criteria, semi manual recon can be used to match items
- At least one bank transaction and one system transaction **MUST** be selected
- Total bank transactions selected **MUST** equal total system transactions selected

Reconcile Statement – Illustration

Favorites ▾ **Main Menu** ▾ > **Banking** ▾ > **Reconcile Statements** ▾ > **Semi-Manual Reconciliation**

FI\$Cal [Home](#) | [Worklist](#) | [Ad](#)

New Wind

Semi Manual Reconciliation

*Search By: From Date / Thru Date ▾

Search Criteria

Bank ID: <input type="text" value="121113423"/>	Account #: <input type="text" value="094"/>	Statement ID:
From Date: <input type="text" value="01/01/2014"/>	Thru Date: <input type="text" value="05/06/2014"/>	*Reconciliation Status:
From Amount: <input type="text"/>	To Amount: <input type="text"/>	Currency Code: USD

Bank Transactions				
Personalize Find View All				
Select	Reference	Bank Date	Tran Amt	Type
<input type="checkbox"/>	000007	04/08/2014	200,000.00	CHK
<input type="checkbox"/>	000012	04/08/2014	200,000.00	CHK
<input type="checkbox"/>	000008	04/08/2014	56,000.00	CHK
<input type="checkbox"/>	1285	04/08/2014	1,088.00	D
<input type="checkbox"/>	5796	04/08/2014	346.51	D
<input type="checkbox"/>	5536	04/08/2014	6,855.30	D

System Transactions				
Personalize Find View				
Select	Reference	Tran Date		
<input type="checkbox"/>	000019	03/17/2014		
<input type="checkbox"/>	000020	03/17/2014		
<input type="checkbox"/>	000021	02/26/2014		
<input type="checkbox"/>	000022	02/27/2014		
<input type="checkbox"/>	10000009301	03/10/2014	17,515.580	D

	102.00	CHK	Payables
			Cash Accounting Deposits

Key Points:

- Depending on accounting configuration, items can only be unreconciled if the associated accounting entries have not been posted to the general ledger

Reconcile Statement – Illustration

Manual Reconciliation

Search Criteria

Bank ID: Account #: *Status:

From Date: Thru Date: Method:

Total Transaction Amount: 10,330,918.79 USD

System Transactions

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	05/06/2014	UNR	1094000044	04/29/2014	1,251.25 D		Receivables	Complete	Deposit
<input type="checkbox"/>	05/06/2014	UNR	1094000045	04/29/2014	126,126.20 D		Receivables	Complete	Deposit
<input type="checkbox"/>	05/06/2014	UNR	1094333333	05/06/2014	6.68 D		Receivables	None Appl	Deposit
<input type="checkbox"/>	05/06/2014	UNR	0000023	05/05/2014	19,675.14 CHK		Payables	Paid	Check
<input type="checkbox"/>	05/06/2014	UNR	0000024	05/05/2014	9,812.00 CHK		Payables	Paid	Check
<input type="checkbox"/>	05/06/2014	UNR	0000025	05/05/2014	8,765.00 CHK		Payables	Paid	Check


Key Points:

- This is used for manual ad hoc adjustments that are not recorded on the bank side, or in cases there is no other way to reconcile items brought in erroneously

Reconcile Statement – Illustration

Favorites ▾

Main Menu ▾ > Banking ▾ > Reconcile Statements ▾ > Manual Reconciliation



Manual Reconciliation

*Search By:

From Date / Thru Date

Search Criteria

Bank ID: 121113423 🔍

Account #: 094 🔍

*Status: Reconciled ▾

From Date: 01/01/2014 📅

Thru Date: 05/06/2014 📅

Method: ▾

Search

Total Transaction Amount:

195.50 USD

System Transactions

Personalize | Find | View All | 📄 | 📅

First | Prev | Next | Last

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	05/06/2014 📅	REC	1094000003	04/08/2014	195.50	D	Receivables	Complete	Deposit

☒ Select All

☐ Clear All

Unreconcile

Register Report

Process Monitor


Key Points:

- Manually reconciled items can be unreconciled
- Reconciliation dates can be adjusted by searching for all manually reconciled items

Reconcile Statement – Illustration

Favorites ▾

Main Menu ▾ > Banking ▾ > Bank Statements ▾ > Enter Bank Statements



Bank Balance Entry


Bank Transaction Entry

Bank ID: 121113423

Account #: 093


Currency:

Statement ID: 177



Statement Date: 07/22/2014 

Status: Complete

Load Date/Time: 08/06/2014 1:25:55PM


Creation Date: 07/22/2014 





Bank Transactions

Personalize | Find | View All |   First 1 of 1 Last

Transaction Information

Recon Information

Addenda Information 

Statement Code▲	Description▲	Reference	Trans Code	Reconciliation Status	Activity Type		
108 	CREDIT (ANY TYPE)	120001	Deposits ▾	Reconciled ▾			

Key Points:


- Use this to change a bank transaction to “Reconciled” only if necessary and as a last resort
- Must contact the Fiscal Service Center to change back to unreconciled

42


Report Illustration

Favorites ▾

Main Menu ▾ > Banking ▾ > Reports ▾ > Bank Statement Register



Home | Worklist | Add to Favorites | **Sign out**

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Bank Statement Register

Find an Existing Value

Add a New Value

Run Control ID:


Add

Find an Existing Value | Add a New Value


Report Illustration

Favorites ▾


Main Menu ▾ > Banking ▾ > Reports ▾ > Bank Statement Register





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Run Control ID: CMSTATEMENT [Report Manager](#) [Process Monitor](#) **Run**


*Business Unit: 



*Bank ID: 



*Bank Account #: 

Reconciliation Status: 

*From: 

*Thru: 

 Save  Notify

 Add  Update/Display

Report Illustration

Report ID:RPTCM007

FI\$Cal
Bank Statement Register

Page no : 1
Run Date: 02/10/2014
Run Time: 08:30:07

Business Unit: 0840
Bank Number: 121113423
Bank Account: 050
From Date: 10/01/2013

Recon Status: All

Through Date: 01/29/2014

Beginning Balance:	\$0.00
Total Deposit:	\$596,325.00
Total Withdrawal:	\$0.00
Ending Balance:	\$596,325.00


Deposits


Bank Date	Reference	Location	Transaction Amount	Recon Trans Code	Recon Status
12/06/2013	28		\$25.00	Deposits	Reconciled
01/23/2014	1	084	\$100.00	Deposits	Reconciled
01/23/2014	4		\$100.00	Deposits	Reconciled
01/28/2014	1	001	\$100.00	Deposits	Reconciled
01/29/2014	111133		\$596,000.00		Unreconciled

Transaction Amount for Deposits :	\$596,325.00	Transactions : 5
-----------------------------------	--------------	------------------

Report Illustration

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Recon Exception Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

[▽ Search Criteria](#)

Search by: Run Control ID begins with


☐ Case Sensitive


[Search](#) | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Report Illustration

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Reconciliation Exception Report

Run Control ID: EXCEPTIONS [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

*Business Unit:	<input type="text" value="0820"/> 
*Bank ID:	<input type="text" value="121113423"/> 
*Bank Account #:	<input type="text" value="175"/> 
Reconciliation Status:	<input type="text" value=""/> ▾
*From Date:	<input type="text" value="10/01/2013"/> 
*To Date:	<input type="text" value="01/30/2014"/> 

 Save  Add  Update/Display

Report Illustration

Report ID: RPTCM006

FI\$Cal

RECONCILIATION EXCEPTION REPORT

Page

Run

Run

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Business Unit: 7300

Bank ID: 121113423

Bank Account #: 070

Reconciliation Status: All

From Date: 09/01/2015

To Date: 10/01/2015

Business Unit	Bank ID	Bank Account	Reconciliation Status	From Date	To Date	Transaction Date	Reference ID	Identifier	Bank Transaction	Bank Transaction Status	Bank Transaction Type	Payment Transaction Type
7300	121113423	070	Unreconciled	9/17/2015	9/17/2015	9/17/2015	0089658		\$350.00	Unreconciled	Check	Payables
7300	121113423	070	Not Found In System	9/1/2015	9/1/2015	9/1/2015	0089661		\$139.00	Unreconciled	Check	Payables
7300	121113423	070	Not Found In System	9/10/2015	9/10/2015	9/10/2015	0089668		\$550.00	Unreconciled	Check	Payables
7300	121113423	070	Not Found In System	9/16/2015	9/16/2015	9/16/2015	0089669		\$750.00	Unreconciled	Check	Payables
7300	121113423	070	Not Found In System	9/21/2015	9/21/2015	9/21/2015	0089670		\$500.00	Unreconciled	Check	Payables
7300	121113423	070	Not Found In System	9/22/2015	9/22/2015	9/22/2015	0089671		\$3,606.15	Unreconciled	Check	Payables
7300	121113423	070	Not Found In System	9/28/2015	9/28/2015	9/28/2015	0089673		\$3,885.86	Unreconciled	Check	Payables
7300	121113423	070	Not Found In System	9/30/2015	9/30/2015	9/30/2015	0089674		\$800.00	Unreconciled	Check	Payables
7300	121113423	070	Not Found In System	10/1/2015	10/1/2015	10/1/2015	0089678		\$3,217.49	Unreconciled	Check	Payables
Total Exception Transactions:			9									
Total Bank Exception Amount:			\$13,798.50									
Total PS Exception Amount:			\$0.00									


End of Report

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Report Illustration

Favorites ▾

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Reconciliation Aging Report

Find an Existing Value

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Run Control ID:


Add


Find an Existing Value | Add a New Value

Report Illustration

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Reconciliation Aging Report

Run Control ID: AGING_REPORT Report Manager Process Monitor **Run**


Report Request Parameters

*Business Unit: 0820 



*As Of Date: 02/11/2014 



*Bank ID: 121113423 

☒ Display Aging

*Bank Account #: 175 

☐ Do Not Display Aging

 Save  Notify

 Add  Update/Display

Report Illustration

Report ID: RPTCM002

**FI\$Cal
Reconciliation Aging Report**

Page No:1
Run Date: February 11, 2014
Run Time: 10:27:59

Business Unit 0820
Bank 121113423
Bank Account # 175
As of Date 2014-01-23
Transaction Type AP

AP - Account Payable

Payment ID	Payment Date	Current Payment Status	Amount
0000000003	2014-01-13	Unreconciled	\$499.11
0000000004	2014-01-13	Unreconciled	\$108.00
0000000005	2014-01-13	Unreconciled	\$216.00
0000000006	2014-01-13	Unreconciled	\$324.00
0000000007	2014-01-13	Unreconciled	\$432.00
0000000008	2014-01-13	Unreconciled	\$540.00
0000000009	2014-01-13	Unreconciled	\$648.00
0000000010	2014-01-13	Unreconciled	\$864.00
0000000011	2014-01-13	Unreconciled	\$972.00
0000000012	2014-01-13	Unreconciled	\$756.00
0000000013	2014-01-14	Unreconciled	\$500.00

Report Illustration

Report ID: RPTCM002

FISCal
Reconciliation Aging Report

Page No:1
Run Date: February 11, 2014
Run Time: 10:27:59

Business Unit 0820
Bank 121113423
Bank Account # 175
As of Date 2014-01-23
Transaction Type AP

AP - Account Payable

Payment ID	Payment Date	Current Payment Status	Amount	Due in 1-30 Days	Due in 31-60 Days	Due in 61-90 Days	Due in 91-120 Days	Over 120 Days
0000000003	2014-01-13	Unreconciled	\$499.11	\$ 0.00	\$ 499.11	\$ 0.00	\$ 0.00	\$ 0.00
0000000004	2014-01-13	Unreconciled	\$108.00	\$ 0.00	\$ 108.00	\$ 0.00	\$ 0.00	\$ 0.00
0000000005	2014-01-13	Unreconciled	\$216.00	\$ 0.00	\$ 216.00	\$ 0.00	\$ 0.00	\$ 0.00
0000000006	2014-01-13	Unreconciled	\$324.00	\$ 0.00	\$ 324.00	\$ 0.00	\$ 0.00	\$ 0.00
0000000007	2014-01-13	Unreconciled	\$432.00	\$ 0.00	\$ 432.00	\$ 0.00	\$ 0.00	\$ 0.00
0000000008	2014-01-13	Unreconciled	\$540.00	\$ 0.00	\$ 540.00	\$ 0.00	\$ 0.00	\$ 0.00
0000000009	2014-01-13	Unreconciled	\$648.00	\$ 0.00	\$ 648.00	\$ 0.00	\$ 0.00	\$ 0.00
0000000010	2014-01-13	Unreconciled	\$864.00	\$ 0.00	\$ 864.00	\$ 0.00	\$ 0.00	\$ 0.00
0000000011	2014-01-13	Unreconciled	\$972.00	\$ 0.00	\$ 972.00	\$ 0.00	\$ 0.00	\$ 0.00
0000000012	2014-01-13	Unreconciled	\$756.00	\$ 0.00	\$ 756.00	\$ 0.00	\$ 0.00	\$ 0.00
0000000013	2014-01-14	Unreconciled	\$500.00	\$ 0.00	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00